

FISCAL YEAR 2018 OPERATING BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted October 18, 2016)

<u>Time Line</u>	<u>Action</u>
October 31, 2016	Elected Officials / Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for operating requests. Performance Measurements file sent to departments.
December 1, 2016	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2017	Board of Education and CSM Operating Budget Requests due.
March 7, 2017	Budget Work Session – Other Enterprise Funds (Operating and Capital)
March 14, 2017	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
April 25, 2017	Budget Work Session - General Fund
May 2, 2017	Budget Work Session - General Fund, Fees & Charges Review, and Special Revenues Funds
May 9, 2017	Budget Work Session - General Fund Recap
May 9, 2017 7:00 PM	Public Hearing - Constant Yield Tax Rate and Operating Budgets
May 16, 2017	General Fund Tax Rates & Budget Adoption. Budget Adoption of All Other Funds.
May - July	Approved Budget Book prepared

FISCAL YEAR 2018

CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted October 18, 2016)

<u>Time Line</u>	<u>Action</u>
September 13, 2016	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 3, 2016	Governmental CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 11, 2016	Enterprise Fund CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 17, 2016	General Government CIP operating impact forms are returned from the Department of Public Works.
October 24, 2016	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 15, 2016	Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission. Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. <i>(Letter due to IAC on November 28, 2016)</i>
March 7, 2017	Budget Work Session – Other Enterprise Funds (Operating and Capital)
March 14, 2017	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
March 21, 2017	General Fund CIP review session with the Commissioners.
March 28, 2017	General Fund CIP review session with the Commissioners.
May 9, 2017	Recap and final review of the FY 2018-2022 CIP (if needed).
May 9, 2017 7:00 PM	Public Hearing on CIP.
May 16, 2017	Formal Adoption.